

Request to Appear Remotely

before the ACT Courts via Telephone, Audio-Visual Link (AVL) or WebEx

NOTE: Before submitting this form, you must obtain consent of the other party (e.g., DPP) to appear remotely. Forms without consent will not be processed. Please submit this form at least 24 hours prior to the listed matter.

Matter details			
Jurisdiction	Supreme Court	Magistrates Court	Childrens Court
Matter number			
Matter name			
Court date and time	at		
Who will be appearing remotely?			
Role	Representative (e.g. lawyer)	Party (litigant or accused)	
Name			
Firm/Agency			
Contact number			
Email			
Reasons for seeking remote appearance			
In a current Covid-19 hotspot	In lockdown (specify location below)	Travel restrictions and border closures	
In quarantine or under a stay at home	Awaiting or post-Covid test	Health reasons (e.g. feeling unwell)	
Other (please specify)			
Type of remote appearance request			
Communication channel	Audio (phone)	Audio-Visual Link (AVL)	WebEx
Location (if via AVL)			
Details of the dial-in method			
Phone number			
WebEx meeting details			
ISDN			
SIP			
IP			

If AVL, contact details of a person at the location (e.g. at a court house)

Contact name

Contact number

Opposing party's details and consent

Has the opposing party consented to a remote appearance?

Yes

No – you must obtain consent from the opposing Party then submit this form – see below.

Name

Firm/Agency

Contact number

Email

Submitting this form

When submitting this form to Registry, you **must provide evidence** of other party's consent (e.g., email) to appear via telephone, audio video link or WebEx.

Please send this form (completed) and evidence of consent (as attachment) via email to:

- SClisting@courts.act.gov.au for Supreme Court matters; or

- MClistings@courts.act.gov.au for Magistrates Court and Childrens Court matters.